

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 32-12

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Secretary/ Admin Assistant

OPENING DATE: November 20, 2012

CLOSING DATE: December 4, 2012

WORK HOURS: Full-time; 40 hours/ week

GRADE: *Not-Ordinarily Resident: FP-08 (To be confirmed by Washington)

*Ordinarily Resident: FSN-905-6

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Secretary/ Admin Assistant. The position is located in the Public Diplomacy section and reports to the Public Affairs Officer.

FUNCTIONS OF POSITION:

Office Management: Screens external calls and emails and directs to appropriate office or takes messages as necessary by answering Public Diplomacy office telephone or responding to inquiries from the generic PD inbox promptly and courteously. This assists PD office with providing a positive image of the United States through good customer service. Receives, reviews, sorts, and distributes incoming correspondence as appropriate. Reviews outgoing correspondences and corrects for grammar, punctuation or typographical errors. Drafts letters, internal memos, and invitations as directed, or types from narrative material as required by the Public Affairs Officer.

Secretarial: Manages the Public Affairs Officer's calendar by scheduling appointments and escorting visitors from outside chancery to the department and back. Maintains PD contact list. Compiles guest lists to PD events. Follow up with invitees to check on confirmation of attendance or regrets, adjusting list and advising the PAO as confirmation or regrets are received. Arranges for meetings and seminars as scheduled by the PAO by coordinating use of meeting location, arranging use of PD equipment, inviting audiences, escorting audiences to and from meeting locations, and making them comfortable as necessary. Organizes and maintains PAS central filing system and other information as necessary. Arranges for repair or maintenance of FAX reproduction or other machines in the PD office and photocopier in Library.

Budget: In consultation with PAO and using the relevant strategic plan, prepare the annual PAS fiscal year budget. Maintains cuff accounts for PAS program and representational activities. Coordinates processing of representation claims and vouchers with the Financial Management office. Handles procurement requests for the PD office from request to delivery using Ariba and PD internal tracking system. Liaise with procurement office as necessary to ensure timely delivery of purchases. On a biweekly basis, advise the PAO on PD's financial status and spending. Makes requisition for PD office stationary supplies; monitors level of supply stock to avoid shortage of essential items at particular time. Keeps records of staff attendance and leave, and submits time and attendance records for the public diplomacy staff to PAO for approval. Monitors PAS budget and acts as liaison with Budget. Compile PAS generated grants paperwork.

Performs other duties as assigned by Supervisor.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of secondary education and diploma in secretarial or office management skills. Training in basic accounting or book keeping.
2. Experience: Three years experience in the secretarial, administrative management and clerical fields of which one year should involve work on basic accounting.
3. Language Ability: Level III English ability (good working knowledge) of written and spoken English required.
4. Knowledge: Knowledge of office management procedures. Basic knowledge on accounting or book keeping. Knowledge of Microsoft Word, Outlook, and Excel programs required.
5. Abilities: Ability to effectively schedule and prioritize work and carry out tasks in an accurate and timely manner. Level II typing ability - a minimum 40 words per minute

with accuracy. Must be able to work in a high stress, high volume, production environment. Ability to deal with callers or visitors in a polite and courteous manner. Ability to work effectively with all levels of individuals both from within the embassy and the public. Ability to use hand held radio.

6. Interpersonal Skills: Must have interpersonal skills – be able to interact with and maintain good relationship with section staff in coordinating work.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Secretary/ Admin Assistant)
Embassy of the United States of America
Southridge, Hill Station

NOTE: Only short listed applicants will be contacted

Freetown

FAX: 515-075

HRFreetown@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 4, 2012

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.